

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

COVER VIRGINIA - ELIGIBILITY CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position # 00774

Pay Band 5, Level II Hiring Range: \$41,778 - \$68,000

Closing Date: January 5, 2015

Exciting opportunity in the Maternal and Child Health Division to assist in monitoring eligibility processes at the Cover Virginia Central Processing Unit for the Virginia Department of Medical Assistance Services. This position is responsible for daily monitoring contractor performance and review of statistical data and reports according to the current contract. The incumbent also makes recommendations, and develops and implements quality control programs and training as necessary. This position provides oversight and guidance for the Cover Virginia Appeals process. Interested applicants must have considerable knowledge of public and private healthcare programs including eligibility and the health care and social needs of families and children. Experience with electronic workflow processes in a production environment a plus. Requires working knowledge of FAMIS, FAMIS Plus, and Medicaid policy and procedures. Prefer contract management, project management, and/or supervisory experience. Requires demonstrated ability to communicate effectively with diverse populations and convey complex ideas. Must be proficient using enrollment systems such as MMIS, and working with a variety of software packages including word processing, spreadsheet, and automated databases. Requires experience performing system readiness testing and creating documentation. Bachelor's degree with major coursework in health care administration or related field preferred. This position has been designated to file a Statement of Economic Interests Form at the time of employment and annually thereafter.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA